



# Registration Procedure (RP2):

## Documentation to be submitted at Extension of provisional registration

This checklist is used as an indication to allow an Owner/MR to check the documents required for registration. Please complete the relevant sections of the checklist and submit with application form and supporting documents.

All documents are to be submitted in the English Language. Where the document has been issued in a language other than English, then a True Translation into English is to be attached to it.

Additional documentation to that stated as SKANReg may deem necessary for the changes in question or from time to time

	DOCUMENT	Applicable Y/N (to be completed by MR/client)	Date Completed or Received (to be completed by SKANReg)	Notes
1	Application form for Extension of Provisional Registration	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Full Term Tonnage Certificate issued on behalf of St. Kitts & Nevis (ITC or National). For Ships below 24m length, pleasure yachts, small craft etc, existing National Tonnage certificate <b>OR</b> Certificate of Admeasurement from an authorised Classification Society/RO or a surveyor recognised by <b>SKANReg</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Full Term Safety Equipment (or Certificate of Compliance or Inspection for ships below 500 GT or which SOLAS does not apply) or if not issued, explanation from RO HQ why or when it will be issued.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	Full Term DoC & International Ship Security Certificates (where ISPS applies to the ship) issued or if not issued, explanation from RO HQ why or when it will be issued.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5	Hull & Machinery Class Certificates issued (to check for any restrictions on sailing area and engine size)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6	Full Term Safety Radio Certificate or if not issued, explanation from RO HQ why or when it will be issued.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7	Written Confirmation from AAIC confirming existence of contract received	Yes <input type="checkbox"/> No <input type="checkbox"/>		
8	EPIRB Registration form (A18)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
9	LRIT Conformance Test Certificate issued on behalf of SKANReg if not previously submitted	Yes <input type="checkbox"/> No <input type="checkbox"/>		
10	Crew List (to check against BOSS to make sure all seafarers have our documents)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
11	MR to submit a Blue Card for the issuance of a Civil Liability or Bunker Convention CLC if applicable and if not already issued	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12	Acceptance of quotation from the MR responsible for this vessel, and bank confirmation of transfer of fees, where necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>		
13	Any other documents/certs (List herein)	Yes <input type="checkbox"/> No <input type="checkbox"/>		

For SKANReg use only

	DOCUMENT	TICK BOX
1	SKANReg to review all documents and if approved to issue or to authorise the MR to issue the applicable documents/certificates with a validity of six (6) months from the date the previous certificates expired	
2	If SKANReg did not issue the documents, copies of the documents/certificates, which have been issued by the MR, are to be sent by fax/email to SKANReg within 48 hours.	
3	SKANReg to make entries in the Registry Book and Certificate Index of the registration and other information required to be recorded therein	
4	SKANReg to Check with Accounts that MR has paid all fees for ship. If not we need confirmation from MR that fees will be paid.	